

Notes for July Meeting

Notes from June approved by Cllr Robinson, Cllr MacDonald, Cllr C Storey, Cllr D Storey, Cllr Hodgson, Cllr Beswick

Lengthsman

As well as Andrew's usual jobs, he has also cleaned the playground ready for the re-opening on 4th July. The equipment should be cleaned regularly during the covid pandemic. How often do you think it should be cleaned?

Cllr Robinson - Andrew has done a sterling job. It is difficult to know how often to sanitise the playground! Really, it should be done every day if people are using it but that seems a heavy, financial burden for us! The Clerks notes about not touching faces whilst on the equipment, and a reminder to use a personal sanitizer and wash hands on returning home should pass the onus onto the playground users. Maybe sanitise once a week, with a notice reporting when it was last sanitised, will show that we are acting responsibly. What do others think?

Clerks response - I think it's a good idea to put a note up stating when it was last sanitized – I'll produce something to complete.

Cllrs D & C Storey -we think Andrew does a brilliant job around the village.

Cllr Crompton – thanks to Andrew for all his hard work. Playground to be cleaned monthly, I think weekly may be too much, physically and financially, but I'm interested to hear what the councillors think.

Cllr Hodgson – I can do this weekly with sanitizer and a pump spray.

Cllr Beswick – thank you to the Clerk and Cllr Hodgson for ensuring the playground is safe and signs are in place.

In line with government guidance, I have purchased a template and sprayed it onto the floor reminding people to social distance. There is also a sign that has been erected to remind people of how to stop the spread of the disease. I have also created some signs asking people to not touch their face whilst using the playground, and wash hands thoroughly when they get home; frequently use hand sanitizer, put all waste in the bin, and to let them know that the gate is kept open.

Cllr Hodgson and I have also removed 2 of the larger swings and one of the smaller swings as they would be classed as being too close together. – Cllr Hodgson – thank you Adele for your assistance with this.

NWIB

Update from Cllr Robinson: She had mentioned at one of the meetings that the sheep at Trawden Road were beginning to look dilapidated and didn't think they would repair, especially when it had cost us £100 just to have the ears mended previously. We didn't want the degrading sculptures to be representative of our commitment. We were told originally that because the willow was not live, it would have a limited life span.

Members of T in B have worked to make permanent replacements made from metal, which we hope will not need replacing due to dilapidation of the materials.

Cllr Robinson has sent a message via Trawden Parish Website and on Facebook to explain that the sheep had been removed and would be replaced by a new display.

Michael has made two sheep from recycled materials, which fits in with the objectives of 'recycling whenever possible'. They will be zero cost to the parish. There will be two further sheep which consist of a wire frames stuffed with compost, with plants growing from the frames.

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There was no discussion between Cllr's Robinson and Hodgson that we may be doing is contravening rules. We have the sheep in our possession, if they need to be placed anywhere particular. The Clerk has received a call from a resident who would like to buy these. Are Councillors in agreement that we should ask for a donation to Trawden in Bloom as they do need some attention?

Cllr Robinson - I have received £10 from Andrew for the willow woven sheep, to be used for future plants. The new sheep have been installed. An article on Parish Council FB about the new sheep has received 100 likes and 19 comments, all of which are favourable. A big thank you to Barry and Aron for fixing them for us. Aron supplied the cement and would not accept any payment. Could we please send each of them a thank you letter? **Clerks response - I will action.** I have sent an article to the local newspaper. We have lost a couple of plants from the wall baskets but will be able to replace them from our home-grown stock.

Cllr D&C Storey - The money for the sheep should go to Trawden in Bloom. Cllr Robinson works really hard on all the flowers and gardens around the village. Michael has done a great job on the new sheep.

Cllr MacDonald – yes I agree to the donation for the sheep.

Cllr Crompton - Yes to sheep being sold to a resident and a donation made to Trawden In Bloom.

Cllr Beswick - walked past a few times already - look good, turns heads. Thanks to all concerned.

Good idea about Tib donation for "retired" sheep.

Neighbourhood Plan Local List

The whole list has been submitted to Pendle Council. I'm waiting on Rosemary Lyons to look at the documents and feedback on them.

Allotments/Garages

All plots are tenanted and all rents have been received. Lots of work has been carried out to improve the whole area with many people having extra time currently to attend their plots. Cllr's D&C Storey have been full of praise for the work carried out.

Cllr D Storey asked if it was possible for some signs so that we could show that the allotments are owned by the Parish Council. I have designed these and had them printed.

Cllrs D&C Storey - The allotment holders are pleased with the new signs and thank the council

Cllr Crompton - Thanks to Cllrs. D and C Storey for all their hard work on allotments and excellent that signs are printed.

Ball Grove

Government guidelines state that parks should be kept open but even though the rules are being relaxed a little, the playground will remain closed until Pendle Council are happy that all the playgrounds that they are responsible for are safe to use.

Remembrance Day Arrangements

Still waiting for confirmation that the Order has been approved and raised.

New CCTV

Up and running. Police and Pendle Council informed. Post put on Facebook and the website to

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advise people it is there.

Map of interesting places

Cllr McBeth – could you please let me have a progress report on this project? This is the 4th month that I have asked for this and have received no response.

Colne Road collapse

This has been added to the 'work list' and has been inspected on 16th June. [Cllr MacDonald - Some work has been done on this – think the light – but still hole in pavement.](#)

Bus Shelter

The bus shelter outside the Community Centre that was run into in March is still with the insurers. I've been struggling to get quotes as businesses have been closed. I've spoken to Martin at Marlyn Engineering to see if it could be repaired, but he is worried about the safety of it being on the road side. I've found a replacement shelter which is very similar to the one currently there, and CBE have quoted for removing the old one and installing a new one. I have a quote from another business to remove the old one and supply and fit the new one. This information has been sent to the insurers and they have approved the purchase of the shelter and installation by CBE. I am on with this.

[Cllr MacDonald – Thank you Adele for sorting this.](#)

[Cllr Hodgson – Brilliant, I'm glad that this is bring sorted. Thank you for doing this – I know how much work you have done and how long it has taken to get to this stage.](#)

[Cllr Beswick - Glad this is being paid for by insurers, expect it's costly. Thanks for your time researching, expect it takes time.](#)

Model Code of Conduct

It is proposed that a model code of conduct is produced for use by all local government organisations so that everyone is conforming to the same. This was sent out to all Councillors for their review and feedback. The feedback I have received so far is that this seems to be a good idea. That way, all local authorities would be able to use the same model.

Cllr MacDonald has suggested that we add in that a log of Councillors names, addresses, occupations and any other interests should be held by the Clerk, and updated when necessary. If Councillors failed to report changes, it would be seen as a breach of the code of conduct. Could you please let me know what your feelings are about this suggestion?

[Cllr Robinson - Councillor MacDonald's suggestion seems perfectly feasible.](#)

[Cllr Crompton - Yes to Model Code of Conduct, and agree to the log suggested by Cllr. MacDonald](#)

[Cllr Hodgson – Yes, seems fine.](#)

[Cllr Beswick - I agree with cllr McDonald- log of info cllrs, with Adele ensuring it is kept as per gdpr rules, with back up procedure in case of Adele absence. My opinion- Breach of code conduct may be going too far though, I could imagine I may forget to inform everyone if I change my telephone number for instance. Perhaps reminders as you do anyway. Clerk response – I can remind Councillors – that's no problem.](#)

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Community Governance Review

Pendle Borough Council have written to all town and parish Councils asking them to take a look at the current boundaries, parish names, grouping, wards etc and feedback to them with any amendments suggested. So far the response I have received is that our Parish seems to work well and that we are much more of a community now than we have been in the past. No changes are suggested. The Clerk has responded to Pendle Borough Council.

Guidance on face-to-face meetings

Local council meetings

Following the government announcement of further easing of lockdown restrictions from 4 July, as at 26 June both NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face to face contact. The government rules still state that we should all work from home if we can.

Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology until May 2021 and so most councils will have no need to meet in person. Furthermore, local councils have the duty to allow the public to observe council meetings without placing restrictions on the number attending, which many council meeting venues will not be able to accommodate in a safe way at this time.

However, where a local council does have an identified need to hold a physical meeting, as they are unable to conduct council business any other way, they can consider doing so from 4th July. These meetings must be managed within the social distancing and 'safer workplaces' guidance produced by Government, which includes the requirement to conduct a risk assessment to determine if it is feasible and safe to hold a physical meeting.

It is important that this risk assessment is carried out, and any identified actions to reduce risk to attendees are implemented before any face to face meetings resume. Councils must keep documentation of this risk assessment and the reasons why the council has taken the decision to return to face to face meetings.

NALC will be updating our guidance on remote meetings early next week to include information on how to approach 'hybrid meetings' (where some people attend in person and others join remotely) effectively and safely.

Any comments or thoughts on the above? Do Councillors want to start meeting face to face again?

Cllr MacDonald - I personally do not want to start face to face meetings.

Cllr Crompton - Face to face Parish Council meetings should resume only when safe and proper to do so, re current relevant guidance.

Cllr Hodgson – I think we should give this a try in August even though we don't usually meet then. See what people think. Clerk response – I'll speak to the Trustees and see if they are happy with this.

Cllr Beswick - I am happy with remote meetings for foreseeable, my suggestion would be to move to a more virtual or hybrid meet type, away from these reading & responding, has been fine, but this likely to miss the more useful interaction a meeting provides.

I can assist with the risk assessment if you do not already have this in place.

Parish Matters

Concerns raised that David Wilkinson is building some sort of **dog kennels**. I've enquired with planning to see if he would need permission and they've raised an investigation. [Cllr MacDonald - Thanks – noticed that the stables has been moved](#)

Lee Johnson has inspected the problem tree on the road side at **Gladstone Terrace** and reported that it is still safe. He also advised that there appears to be a lot of ash die-back on Skipton Road that he will monitor.

I've received a query from a lady in Scotland who is tracing her family history from Trawden. She had some queries so has sent them to me. I have forwarded it, with her permission, to Gillian Greenwood who is willing to look at the document and answer Barbara's queries.

It has been noticed that **vegetation from gardens** is encroaching over garden walls and onto pavements. I've asked what the best procedure is to deal with these, and have been advised that the Parish Council can write to residents asking for them to be cut back. If they don't get done, they can then be reported to Lancashire County Council who will pursue. Are Councillors happy for me to do this? If so, are there any areas that anyone has spotted that need to be looked at? Please let me know the address if you would like me to write to them, or would Councillors like copies of letters so that they can be posted direct at the time they are spotted? The trees and bushes around the edge of the play ground are also overhanging quite a lot. Are Councillors happy for me to write to the home owners of the adjacent properties, asking them to cut the over-hanging items back, but also provide a rough cost for our Lengthsman to remove them? It should not be out of the Parish Council budget that these over-hanging items encroaching onto our land are our expenditure to remove.

[Cllr Robinson - It seems perfectly correct for you to inform residents if their trees or plants are overhanging and creating a problem and that it is up to them to remove the obstructions. Perhaps, because of the bad weather, we should give them a month to undertake the work.](#)

[Cllr MacDonald - I agree – please write to them. I've none to report at this time.](#)

[Cllr Crompton - Yes happy for you, Adele to report any overgrown vegetation in the parish and yes also to writing to relevant residents adjacent to the playground.](#)

[Cllr Hodgson – we shouldn't have to foot the bill for private gardens foliage encroaching onto our land or the public footpaths/pavements.](#)

[Cllr Beswick - yes, agree. Play park also yes, hope residents do cut it rather than council having to pay as second option, depend on cost.](#)

Cllr Crompton has asked whether it is possible to have some signs around the village to show that we have a **defibrillator**. I have asked whether any were ever left when it was installed, and will follow up on this. Steven Wilcock confirmed that none were left. They are available to purchase at £12.11 + VAT each. Do Councillors think that we should have some around the village? If so, where do you think they should be located?

[Cllr Robinson - Posters for the defibrillator would be best posted where people are likely to congregate: the shop, the Community Centre, the Turning Circle.](#)

[Cllr MacDonald - Yes please – They need to be within a realistic distance from the actual defib. Is bus terminus too far?? I was one who had training ages ago. Perhaps we could look into refresher post covid](#)

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Cllr C Storey – These are a good idea. They could be at the recreation ground, Ball Grove, Harambee Surgery and Lane House play ground.

Cllr Beswick - good idea Ruth, agree. Ideas at park gates, church, shop or community centre, recreation, peace garden, not necessarily all, just ideas. Bus terminal.

Cllr Crompton - Great about the defibrillator signs, please purchase and site next to Trawden Village entrance signs, and maybe the community centre notice board, the shop/library and perhaps the church and pub??

These are just suggestions but are places that visitors to the village may attend! Thanks for researching this Adele, much appreciated!

Cllr Hodgson – not sure about this. I think that we should discuss at the August meeting.

A query has been raised by a resident regarding the footpath near to **Nichol House Farm** as stored building materials appear to be encroaching onto the footpath. Tom Partridge has looked at this and suggested that it be reported as environmental blight – this has been done. Also, the footpath near to Backside Farm is not signposted, and walkers are getting lost. I've also asked Tom to take a look at this.

Cllr Robinson - There is a lot of junk near Nichol House Farm. It isn't exactly on the footpath but it does look bad. I agree it is a blight.

I have received notification that the **Pendle Countryside Access Forum** meeting has been postponed and that the next meeting should take place in December. 4 issues have been reported and rectified; there are 9 on-going smaller issues on the list.

Sincere thanks to Parish Council Clerks for their continued work, dedication, innovation and resident contact, received from the High Sheriff of Lancashire via County Councillor Paul Rigby – Town and Parish Council Champion.

Karl Whittaker has been walking a lot on Boulsworth and has found some old **boundary/parish stones** that he would like some support in saving. He has done a full presentation, but I've attached a smaller version of this. Are the Councillors interested in supporting this? If so, how?

Cllr Robinson - Because we are a Conservation Area and because we are eager to promote tourism, I think the preservation of the boundary stones is important. They are part of our heritage. Has Karl made any suggestions of how he wants to preserve them? Presumably they are difficult to see. Does grass need cutting around them or do they need elevating to make them more noticeable? How many are there? Do they need including on a footpath map or including in our heritage assets on the PCNP? Clerk response – Karl has produced a document that I can send out to all Councillors that has more detail on. I wanted to gauge interest before I sent this out.

Cllr MacDonald - In principle yes- but I'd have to have a look in detail.

Cllr Crompton - Excellent that Karl Whittaker has been looking at/researching the boundary stones, but I'm not entirely sure how to support this research, and preservation maybe we need to contact the body that looks after sites of special scientific interest, which does at least Cover Boulsworth hill/Moor or the listings department and see what they say!!

Cllr Hodgson – I'm not sure what we could do about this. If we are to meet in August, could you please invite Karl to talk through his findings and suggestions.

Parking problems are being reported to me more and more, but I've contacted PC Lunney who advises that parking on pavements is not against the law! Someone parked on double yellow lines
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can be fined, and this needs to be reported to LCC. There was a post on Facebook recently regarding parking on the double yellow lines at Scar Mount, Church Street. An obstruction is defined as 'where a vehicle absolutely cannot pass between building line to building line'. Is there anything that we can do? I need to speak to PC Lunney on his return from annual leave, but has anyone got any suggestions? We already have the leaflets that Cllr Reyner is in possession of that can be placed on cars causing issues, but this means someone needs to be available readily when there is an issue. Playgrounds are able to open on 4th July. I have spoken to Andrew and asked that he cleans the whole area including the equipment in preparation. I have publicised this and the playground is ready to be used safely.

Cllr MacDonald - Can we publish a statement on what people can/should be doing, giving some examples – eg reporting double yellow to lcc ... asking people not to park on pavements as it means pedestrians have to walk out into the road – especially dangerous for prams and wheelchairs may not be able to pass. Asking people to be mindful of the village layout, and whilst giving way to up-coming traffic on Church St, ref the Highway Code, it may be beneficial for the flow of traffic to allow down coming traffic to pass first???? Clerk response – I can draw something up for approval by the Councillors before publishing.

Note from Cllr Robinson - It is pleasing to note that you are keeping up to date with so much that is happening Adele. Well done.

Note from Cllrs David and Clare Storey - Just to say you (Adele) and Barry are doing a brilliant job in these difficult circumstances, Thank you

Finance

Trawden in Bloom

£45 to Mandeleigh Plants

Parish Council

£65 Mercer Print for some A4 advisory boards for allotments

£1460 for a new bus shelter. This will be reimbursed by the insurance company

£160 to Marlyn Engineering for the repairs to the playground as approved last year. These have been delayed due to the wet weather over the winter and the Covid 19 restrictions. Now completed.

£320 to Andrew Crawshaw for the grass cutting contract.

£238.80 reimbursement to Andrew Crawshaw for weed killer

£862.50 for 57.5 hours Lengthsman hours

Cllr Robinson, Cllr D Storey, Cllr C Storey, Cllr Crompton, Cllr Hodgson, Cllr Beswick - Payments approved.

Planning

Comments required by 10th July please

APPLICATION: 20/0353/HHO. PROPOSAL: Full: Alter ground floor window and door openings.

AT: 3 Bough Gap Barn Keighley Road Trawden. FOR: Mr Jonathan Huggett

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APPLICATION: 20/0143/FUL PROPOSAL: Full: Erection of garage. AT: Lower Naze End Farm Hollin Hall Trawden. FOR: Mr Andrew Smith
History – 13/14/0038P original plans

- 19/0591/VAR submitted 2019 – these plans was for a variation of the approved plans above but it was deemed invalid as it was vastly different from the passed plans. No new plans had been submitted.

The drawings on 20/0143/FUL do not appear to be the same as the drawing on the passed plans. It looks to have been built differently.

Comments already sent for:

APPLICATION: 20/0327/HHO. PROPOSAL: Full: Erection of a single storey side extension and front porch. AT: Tineda Lane House Lane Trawden. FOR: Mrs Shelton

Response sent: The Parish Council have no objections to the proposed alterations to the property. It appears to be in keeping with the existing structure and there will be no loss in off road parking provision.

APPLICATION: 20/0111/FUL. PROPOSAL: Full: Change of use, external alterations and erection of roof extension to garage block to convert into two dwellings (Part Retrospective). AT: Building To The South West Of Chelsea Mews Church Street Trawden. FOR: Mr J Birtwistle

Response sent: Parking - says increased 4 to 8. We are unsure as to whether this is affecting the original and lessening any parking spaces promised. According to our parking standards in the neighbourhood plan, there should be:-

House number: 1-3 - minimum 4 (1+1+2) suggested 5.5 (1.5+1.5+2)

4&5 - minimum 4 (2+2) suggested 6 (3+3)

Total - minimum 8 suggested 11.5

We are concerned, that as this is at the minimum, excess parking will have a detrimental effect elsewhere in the village. There is no opportunity for overspill parking in this area. - This needs clarification.

Waste/Recycling - still no area for storage of waste or recycling.

Windows/Doors - asking for uPVC. The original stated timber, they have reapplied (19/048/VAR) - application invalid. They should be timber as per conservation area guidance.

Roof - There are no measurements on this. The "green" roof is higher than the "red". This takes the height of the development to well above the line of existing buildings. This has an unacceptable change of the view from the footpath.

Roof Light - it appears that one of the roof lights has been removed, yet this is still shown on the first floor plan. This needs clarification as to whether this will be installed or not.

Bedroom window - removal of one window - presumably to allow for the new angle of the roof.

Application 20/0141/HHO – New drawings submitted 15th June, planning passed on 25th June – Parish Council not informed new drawing had been submitted. Planning advised that they would not re-consult on this.

APPLICATION: 20/0344/FUL - PROPOSAL: Full: Change of use of land from agricultural to equestrian and erection of a timber stable building. AT: 3 Bough Gap Barn Keighley Road Trawden. FOR: Mr J. Huggett.

Response sent: The Parish Council have no objections to the proposals in this application. It appears to be out of direct sight and looks appropriate for the area in which it will sit.

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Enforcements raised:

Re: Alleged untidy land. Location: Nichol House Farm Colne Road Trawden. Case Ref: PLE/20/0551

Re: Alleged unauthorised erection of kennel building. Location: Highfield Burnley Road Trawden
Case Ref: PLE/20/0537

Concluded Enforcements:

Re: Alleged unauthorised erection of a stable block. Location: Land To The North East Of New Laithe Farm Burnley Road Trawden. Case Ref: PLE/18/1210

Just for information the stable now sited in the grounds of the property is also Permitted Development. This development is being undertaken subject to a householder's General Permitted Development rights; therefore it does not require planning approval or notification to the local planning authority.

Outstanding Enforcements:

Shed at Hall Meadows should have been removed within 2 months of the appeal being dismissed by the inspector. The owner has been written to and been advised that they have 28 days to adhere to the appeal decision notice.

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